

M e m o r a n d u m

Date: June 3, 2009

To: Office of Equal Employment Opportunity
Attention: Ms. Martha Esmael

From: **DEPARTMENT OF CALIFORNIA HIGHWAY PATROL**
Office of the Assistant Commissioner, Inspector General

File No.: 005.9968.A07146.010

Subject: 2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on March 9, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI chose items within your command and compared them to the appropriate inventory records.

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, all twenty items were located (one item was missing a decal and requires the correction be made to the command's property record). The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

When comparing equipment located at the command to the OPI inventory list, one of the four items reconciled, and three items were not listed on the appropriate OPI inventory list (one item was missing a decal and requires the correction be made to the command's property record). The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum through my office to the Office of Inspections by August 29, 2009.

Safety, Service, and Security

Office of Equal Employment Opportunity

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The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.


M. C. A. SANTIAGO
Assistant Commissioner

Attachments

cc: Fiscal Management Section
Office of Inspections ✓

OFFICE OF INSPECTIONS, AUDIT UNIT
PROPERTY INSPECTION DISCREPANCY REPORT
Office of Equal Employment Opportunity - 011
March 9, 2009

ATTACHMENT A

EQUIPMENT DESCRIPTION	CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
PROJECTOR LCD	150704			X			Add serial number 2000636 and replacement asset tag needed.
CALCULATOR			X	X			Add serial number 044213 and replacement asset tag needed.
COMPUTER	143580		X				Item found on-site, but listed on property record as location code 085.
COMPUTER	160191		X				Item found on-site, but listed on property record as location code 085.

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Office of Equal Employment Opportunity - 011

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	COMMENTS
Property inspection list to equipment								
1	108784	RECORDER PLAYER CASSETTE	2223224465	X				
2	119046	FACSIMILE MACHINE, LASERJET	04103100	X				
3	128153	PRINTER	USJNK19674	X				
4	139376	LAPTOP	0035500249	X				
5	148929	LAPTOP	L3CA354	X				
6	150704	PROJECTOR LCD		X			X	Missing decal / correction to serial number.
7	157276	LAPTOP	0040537213	X				
8	164614	COMPUTER	MXL8330JJX	X				
9	164615	COMPUTER	MXL8330JJD	X				
10	164616	COMPUTER	MXL8330JLV	X				
11	164617	COMPUTER	MXL8330JCS	X				
12	164623	COMPUTER	MXL8330JKT	X				
13	81757	CALCULATOR QS-266060	83047382	X				
14	84996	CALCULATOR Q52760	005051	X				
15	96782	PRINTER LASERJET 4+ P0044H4249	USFC302809	X				
16	AF01272	PRINTER	MY0451F0T7	X				

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

CALIFORNIA HIGHWAY PATROL
2009 ICU PROPERTY RECORD INSPECTION REPORT
Office of Equal Employment Opportunity - 011

ATTACHMENT B

ASSET #	DESCRIPTION	SERIAL #	Y	N	A	T	C	COMMENTS
Equipment to inventory list								
1	160768	COMPUTER						
Equipment located on-site (not listed on command property list)								
2	143580	COMPUTER			X			Database shows at location 085.
3	160191	COMPUTER			X			Database shows at location 085.
4	N/A	CALCULATOR			X			Asset tag removed.

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 TELECOMM PROPERTY INSPECTION REPORT
Office of Equal Employment Opportunity - 011**

ATTACHMENT C

	ASSET #	DESCRIPTION	VEHICLE/MISC.	VEHICLE/MISC.	SERIAL #	Y	N	A	T	C	COMMENTS
	Property inspection list to equipment										
1	R61862	Hand Held Radio			402AWUE926	X					

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) ADDITION (T) = TRANSFER (C) = CORRECTION

**CALIFORNIA HIGHWAY PATROL
2009 FLEET INSPECTION REPORT
Office of Equal Employment Opportunity - 011**

ATTACHMENT D

	EQUIPMENT NUMBER	LICENSE NUMBER	EQUIPMENT TYPE	SERIAL NUMBER	Y	N	A	T	C	COMMENTS
Property inspection list to equipment										
1	D1450	1103977	Commander	2FAHP71W75X153578	X					

LEGEND

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Department of California Highway Patrol
Complete Area Inventory
011 - Equal Employment Opportunity Section

February 19, 2009

Officer Issued Weapons

) Issued to officer

ID# Last NameFirst NameSer#Control#Comments

Y

Y

LEGEND

(Y) = INSPECTED (N) = NOT INSPECTED (A) = ADDITION (T) = TRANSFER (C) = CORRECTION